



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	FINANCIAL ANALYST IV
3	Posting Number	PN# 106193
4	Department	FINANCE & ADMINISTRATION
5	Division	Financial Services
6	Section	Budget & CIP Services
7	Reporting Location	611 Walker, 11 th Floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Develops, monitors, analyzes and updates department budgets. Assists in the preparation, implementation and monitoring of the Annual Operating Budget, Monthly Financial and Operations Report, Capital Improvement Plan (CIP), and other special projects and evaluation of complex programs. Provide technical assistance and budget analysis as liaison to multiple complex level departments to report on department's budgetary performance through detailed financial projections and performance analyses of departmental revenues, expenditures, performance measures, goals, and objectives. Coordinates and conducts special projects.

10 **WORKING CONDITIONS**
Position is physically comfortable.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six (6) years of professional experiences in finance, economics, budget analysis or a closely related area are required. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**
Strong analytical abilities and extensive experience with budget and municipal accounting procedures. Current computer skills including Microsoft Word, Excel, Org Plus and Power Point. Experience using Advantage Financial, Oracle Datamark Financial and BUDPREP is desirable. Ability to effectively communicate orally and in writing.

15 **SELECTION/SKILLS TESTS REQUIRED**None

16 **SAFETY IMPACT POSITION** ☐YES ☒NO
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate=s qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 25
\$ 1,501 – 2,080 Biweekly \$ 39,026 – 54,080 Annually

18 **OPENING DATE** August 10, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.**

An equal opportunity employer